

## RUDGWICK PARISH COUNCIL

Minutes of the Finance, Policy and Human Resources Committee Meeting held on Thursday 3<sup>rd</sup> May at the Rudgwick Sports and Community Centre, Bucks Green, Rudgwick at 6.30 pm.

Present: Councillors: R Wild(Chairman), D Buckley, V Davis, R Landeryou,  
P Thompson (by invitation)  
Mrs J Foote, Clerk

1/18. There were **no Apologies**.

2/18. There were **no Declarations of Interests** by Members on any items on the agenda and no notifications of changes to Members' Registers of Interest.

3/18. It was **resolved that the Minutes of the previous meeting** held on the 27<sup>th</sup> November 2017 (previously circulated) **to be signed as a correct record**. Proposed by Cllr Landeryou seconded by Cllr Buckley and unanimously agreed.

4/18. There were not **Matters arising** from the previous meeting.  
The Chairman thanked the Clerk for her contribution during the last twelve months, the Clerk mentioned the valuable support she had received from the Assistant Clerk.

5/18. There were **no members of the public present** at the meeting.

6/18. The following **Parish Councils policies and documents were reviewed**:

- Lone Working Policy
- Complaints Policy
- Members Code of Conduct Policy
- Scheme of Delegation Policy
- Standing Orders
- Equal Opportunities Statement
- Document Retention Policy
- Privacy Notice
- LGPS Discretion Policy
- Financial Regulations – May 2017

It was **resolved to make the following recommendations to the full Parish Council**:

**To accept the above policies and documents as circulated**, except for:

- **Financial Regulations** where it was resolved to recommend acceptance with the proviso that these are to be updated to incorporate all aspects of using internet banking as soon as Lloyds Bank have provided the Clerk with the relevant information to ensure adherence to both banking requirements and Council Financial Regulations.
- **Privacy Notice** where it was resolved to recommend acceptance subject to the Clerk and Cllr Thompson ensuring that the document was indeed reflecting all aspects of Parish Council web site operations.

Proposed by Cllr Buckley seconded by Cllr Landeryou and unanimously agreed.

7/18. Meeting the requirements of the **Annual Governance Statement of the Annual Return for the year 31<sup>st</sup> March 2018** with reference to the Governance and Accountability for Smaller Authorities in England guide 2018.

Annual Governance Statement assertions and actions taken by the Parish Council:

Assertion 1: Financial management and preparation of accounting statements

**We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

**Budgeting:** Committees are asked to start to consider future spending and obtain quotes for when the Finance Policy and Human Resources Committee (FPHRC) meet in November to consider the Budget and Precept for the following financial year. The Clerk prepares the forecast for the current and following year and the recommendations are approved by the full Parish Council in December. The precept request has to be sent to HDC by the end of January. The Clerk/RFO prepares spreadsheets showing the budget figures (income and expenditure) for the next financial year. Members are given updated spreadsheets showing expenditure and income against the budget figures. The Clerk is the RFO.

**Accounting records and supporting documents:** entries from day to day of all sums of money received and expended by the Council and the matters to which the receipts and payments relate are recorded on RIALTAS, an accounting package especially developed for councils. Expenditure includes staff costs, managing Council resources – halls, playing fields and open spaces. Income from hire charges and grants. Halls servicing and maintenance and financial transactions recorded regularly. as receipts and payments. Hire charges for Rudgwick and Jubilee Halls also recorded on a separate Excel spreadsheet. Bank statements filed in date order and invoices in cheque/date order. Invoice figures checked and initialled. Receipts given for cash payments.

**Bank reconciliation:** current bank account/ RIALTAS reconciled monthly and together with the reserve and investment accounts quarterly. The quarterly reconciliations are currently checked by Cllr Wild Chairman of FPHRC and not a cheque signatory.

**Investments:** National Savings investment account. Interest rate 0.70%

**Statement of accounts:** prepared by the Clerk/RFO on an annual basis in accordance with the Local Audit and Accountability Act 2014.

Assertion 2: Internal Control

**We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

**Standing Orders and Financial Regulations:** new Standing Orders and Financial Regulations adopted on the 15th May 2017 and reviewed annually and updated in line with current legislation.

**Safe and Efficient arrangements to safeguard public money:**

- Risk assessment reviewed annually
- Changes to bank accounts/signatories approved by the full council
- Cheques signed by two councillors and the Clerk
- BACS payments created and authorised by Clerk and then authorised for payment by two councillors.
- No corporate credit cards or pooling or sweeping arrangements
- No petty cash or cash left in the office overnight
- Cash and cheques banked regularly
- Quarterly financial checks made by Chairman of FPHR Committee (not a cheque signatory)
- Expenditure approved by the full council
- Clerk/RFO attends legal and finance training days
- Recording in the minutes the precise powers under which expenditure is being approved. Refer to publications for powers
- Fidelity Guarantee cover £150,000

**Employment:**

- Payroll information submitted to HMR&C online as required.
- All employees on PAYE
- Records updated from changes advised by HMR&C, Pensions Regulator
- Registered with Pensions Regulator 2016 and letters sent to employees
- LGPS information/documentation submitted to West Sussex as required.
- Employment contracts reviewed by Council

**VAT:**

- recorded on RIALTAS
- Return made annually to HMR &C
- Invoices made out to Rudgwick Parish Council

**Fixed Assets and Equipment:**

- Asset register kept up to date and reviewed annually
- Council's assets secured
- Weekly inspections of play equipment/playing fields/open spaces
- Monthly maintenance and fire safety inspections of RH and JH
- Annual Fire Risk UK Fire Extinguisher/heating inspections
- 3 yearly electrical inspections RH and JH

**Loans and Long Term Liabilities:** None

**Review of effectiveness:**

- Internal audit carried out at year end.
- Internal auditor Peter Frost, retired bank manager. He has no involvement or responsibility with regard to the council management or controls

Audit plans attached (NB for information for councillors: audit to take place on 21.5.2018)

Assertion 3: Compliance with laws, regulations and proper practice

**We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.**

**Acting within its powers:**

Activities covered by Acts of Parliament (ref: The Good Councillor's Guide 2016 – all members have copies)

Section 137, Local Government Act 1972 Under S.137 a local council may, subject to conditions, incur expenditure which in its opinion is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants.

SECTION 137 value per elector for 2017/18: £7.86 (electoral role: 2,160)

**Regulations and proper practices:** Standing Orders and Financial Regulations reviewed annually. SALC gives notice of changes in regulations and proper practice. The Clerk/RFO attends training courses to keep up to date with new legislation and regulations and obtain advice on implementing changes.

**Actions during the year:** No decisions taken that exceed the power of the council.

Assertion 4: Exercise of public rights

**We provide proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

**Exercise of public rights:** as set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014 and Part 5 of the Accounts and Audit Regulations 2015 (SI 2015/234) Clerk/RFO is required to have published, including the RPC website:

Sections 1 and 2 of the annual return:

- a declaration that the status of accounts is 'unaudited' and
- a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights  
Period of inspection for 2017/18 annual return is to be confirmed.

**External Auditor's Review:** As soon as reasonably practicable after the conclusion of the external auditor's review. A notice of conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015, published on parish noticeboards and website.

Assertion 5: Risk Management

**We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

**Identifying and assessing risks**

**Addressing risks**

Risk assessment document reviewed annually.

Assertion 6: Internal Audit

**We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

**Internal Audit:** see review of effectiveness

Internal audit normally takes place twice yearly at Rudgwick Hall with the Clerk/RFO present. However, in 2017/18 these were combined at the end of year audit. All relevant documents and records are supplied and explanations and/or information given if required.  
(Plans from Internal Auditor attached)

Assertion 7: Reports from Auditors

**Report from Internal Auditor** (Audit to take place 21.5.2018)

Assertion 8: Significant events

**We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.**

**Significant events:** Appointment of new Clerk/RFO, support from temporary Assistant Clerk (P/T) resulting in increased salary expenditure; the surrender of Rudgwick Sports and Community Centre to Rudgwick Parish Council, the Council becoming responsible for the building and all associated costs.

Assertion 9: Trust Funds (local councils only)

**Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit**

Annual Return made to Charity Commission – over £10,000 Annual income annual return and over £25,000 independent audit

It was **resolved** to recommend to the full Parish Council that the actions met the requirements and that Section 1 of the Annual Return is to be completed. Proposed by Cllr Landeryou seconded by Cllr Davis and unanimously agreed.

**8/18. Income and expenditure figures for the financial year 2017/18 were received:**

- Overspend on salaries due to employment/induction period costs of/for new Clerk.
- Halls expenditure slightly higher than budgeted, hire income increased due to increased use.
- King George V had seen a considerable maintenance overspend with field use income having decreased.
- Foxholes and Churchmans Meadow S106 budgets currently covering costs. Allocated S106 monies will run out in future years and appropriate financial planning has to be put into place.
- Burial Ground reserve currently considered to be appropriate.
- The Clerk confirmed that RIALTAS Annual Return 2018 and Asset Register were not yet fully finalised.

9/18. **Parish Council committees and terms of reference were reviewed and it was resolved to recommend these to the full Parish Council.**

Proposed by Cllr Wild seconded by Cllr Buckley and unanimously agreed.

### **Planning**

Number of Committee members: **minimum of 5 plus the Chairman and Vice Chairman of the Parish Council.**

The **Quorum** to be comprised of **no less than 3 members** of the Committee.

**Meetings to be held subject to planning applications received from Horsham District Council** at either Rudgwick Hall, Bucks Green or Jubilee Hall, Church Street at 7pm.

### Roles and functions:

- To make representations to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the parish.
- To consider and monitor the Parish Development plans (HDC Local Plan and County Structure Plan).
- Housing Needs Surveys to be initiated and reviewed as appropriate.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards with regard to footpaths and bridleways and breaches in planning conditions or policies.
- Delegate to the Tree Warden all planning applications in relation to Tree Preservation Orders and make comments to the Local Planning Authority having due regard to his recommendations.
- To consider and respond to local Mineral Plan consultations
- To consider and respond to Waverley Borough and Surrey County Council development plans which impact upon the Parish.

It was **resolved to recommend to the full Parish Council that Planning Committee has delegated powers.** Where planning deadlines have to be met outside meeting dates, councillors will meet electronically. The Chair of the Planning Committee to confirm the decision and the Clerk to inform Horsham District Council Planning.

### **Finance Policy and Human Resources**

Number of Committee members: **4 plus the Chairman and Vice-Chairman of the Parish Council**

The **Quorum** to be comprised of **no less than 3 members** of the Committee.

**Meetings to be held in July, November and April** at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick at 6.30 pm.

#### Roles and Functions

- To recommend to the council an annual budget and precept
- To review annually and make recommendations to the Council on the following:  
Council policies and documents  
Insurance cover for all insured risks (3 year agreement with Came and Co. (Hiscox) until 2018 – annual renewal date 1<sup>st</sup> October)  
Hall hire charges, rents, leases and licences
- To regularly monitor income and expenditure and to make recommendations to the Full Council.
- To undertake line management responsibility for the Clerk.
- Check bank reconciliations quarterly.

Clerk to investigate insurance cover to start from 1.10.2018.

#### Committee calendar:

##### July

- To look at the standing order and review how to improve compliance if appropriate.
- To establish a working group to formulate/update a three year Parish Council business plan.
- To establish a working group to review salaries and contracts and consider the Budget and precept and hire charges for the next financial year, to meet during October (electronically if necessary).

##### November

- Working groups to review salaries and contracts and consider the Annual Budget and Precept for the next financial year.
- To consider the Budget and Precept, salaries and hall and field hire charges for the next financial year and make a recommendation to the Full Council.

##### April

- Review of Parish Council policies and documents

#### **Recreation and Halls**

Number of Committee members: **4 plus the Chairman and Vice Chairman of the Parish Council**

The **Quorum to comprise of no less than 3 members** of the Committee.

**Meetings to be held in September/October, February and April** at either Rudgwick Hall, Bucks Green, Rudgwick or Jubilee Hall, Church Street, Rudgwick at 7.00 pm.

#### Roles and Functions (Recreation)

- To maintain, manage and improve the King George V Playing Fields, Churchmans Meadow and Foxholes Wood.
- To hold King George V Building meetings for users as appropriate as part of the Parish Council Field Management.  
King George V Building/ playing fields management procedures to be developed.

- Clerk to refer day to day management issues to the Chairman of the Committee.

### Roles and Functions(Halls)

- To maintain, manage and improve the Rudgwick and Jubilee Halls.
- To work with the Clerk in the day to day management of the halls.
- Each member to be given specific responsibilities regarding the three halls.

### **Complaints Committee**

Committee to consist of 4 members.

Each Council member to be on a minimum of two committees.

#### **10/18. Procedures for consideration of S137 grants - Local Government Act 1972**

Discussion took place and it was resolved that the Clerk in collaboration with councillors would formulate a policy based on information to be provided by councillors.

#### **11/18. Possibility of re-allocation of Section 106 monies.**

Costs would be the responsibility of Rudgwick Parish Council, Horsham District Council Costs would be £790 plus £6 office copy entries (as at June 2017). Developer may, in principle be willing to consider re-allocation of funds. It was decided for the Clerk to make further enquiries.

#### **12/18. GDPR Update**

Clerk has recently attended training and resulting in the following action plan:

- Appointment of Satswana Ltd as Data Protection Officer (DPO), Bronze Service at a cost of £150 plus VAT p.a. (NB Foundation Workshop has been attended at no charge).
- Clerk to undertake an impact assessment.
- Re-evaluation of councillors e-mail addresses/data storage after further information having become available.

There has SSALC correspondence to indicate that the appointment of a DPO may not be requirement for Parish Councils. However, this is not 100% confirmed and the Clerk recommended that it would be good to have the support of an external organisation for the first year.

Cllr Thompson will undertake further investigation into the e-mail addresses/data storage issue and this may result in the recent resolution (RPC 9<sup>th</sup> April 2018 meeting minutes, 17/18.) to be withdrawn, actions to be taken to adhere to Standing Order requirements.

It was **resolved to recommend to the full Parish Council to accept the proposed action plan.** Proposed by Cllr Wild seconded by Cllr Davis and unanimously agreed.

